

# COMMON REGULATIONS FOR ALL DIPLOMA PROGRAMMES

Open and Distance Learning & Online Learning

( From Calendar Year 2021 onwards )



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

Tamil Nadu Open University

Chennai - 15



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**Tamil Nadu Open University**  
Saidapet, Chennai – 600 015





# Tamil Nadu Open University

[A State Open University established by Government of Tamil Nadu, Recognized by UGC-DEB,  
Member in Asian Association of Open Universities and Association of Commonwealth Universities]

**No- 577, Anna Salai, Saidapet, Chennai -600015, Tamil Nadu, India**

**Prof. K.Parthasarathy**  
Vice-Chancellor

25.11.2020

## FOREWORD

*My Dear Learner!*

I deem it a great privilege to extend my heartfelt congratulations to you for having chosen the Tamil Nadu Open University (TNOU), a leading Open University for your graduation. I am also glad to brief you here the functions of the University and your Programme that will make you understand how it is open to everyone, who wants to pursue higher education. The University provides flexible entry and exit, as it provides opportunities from adult to nonagenarian in higher education.

As entering two decades in Distance Education, the University has so far produced more than 5 lakh graduates that enhances the Gross Enrolment Ratio (GER) in Indian Higher Education. Being approved by the UGC and the DEB, it is striving hard to ensure quality Open, Distance and Online Education (ODOE). In view of this, the Course Materials, the mainstay of pedagogy in ODOE, are updated suitable for the present context. In addition, the technology enabled Course Materials are also provided to you for easy and any time access. This apart, with a view to ensuring inclusive education, appropriate assistances are given to the learners with disabilities with the support of technology.

The University offers diverse Programmes at different levels including, Certificate, Diploma, Advanced Diplomas, Vocational Diploma, Graduate, Post-Graduate, and Research Programmes, besides Skill-Oriented Short-Term Programmes. In this context, I am happy to inform you that most of the Programmes are being offered not only in English and Tamil medium but also Semester and Non-Semester to satisfy the local and international demands.

The TNOU facilitates the sustainable Learner Support Services by providing holistic curriculum, Open Education Resources (OERs), continuous mentoring and assessments. The Members of staff, who serve as Programme Coordinators are always available on phone and online to counsell you with respect to your study.

This Booklet on "**Common Regulations - Diploma Programmes**" is designed with a view to offer you complete details pertaining to the Programme chosen. In the upcoming pages, you will be able to know about the functions of the University, Pattern of Study, Eligibility, Admission Procedures, Criteria for the Award of Degree, Programme Structure, Duration, Syllabi, Delivery Mechanism, Evaluation Cum Assessment Procedures, Conduct of Examination, Passing Minimum, Classification of Successful Candidates, Conferment of the Degree, Students Grievance Redressal Mechanism and so on.

In this context, I wish you fulfill your higher education dreams successfully and achieve greatness in your life.

**"HARD WORK NEVER FAILS."**

*All the very best!*

(K.PARTHASARATHY)



[tnouvc@gmail.com](mailto:tnouvc@gmail.com) | [drkpsbard@gmail.com](mailto:drkpsbard@gmail.com)



044 24306633 | 24306634



9360991143



91- 44 - 24356767



[www.tnou.ac.in](http://www.tnou.ac.in)

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# Common Regulations for all Diploma Programmes

## 1. Eligibility

Minimum 10th Pass or +2 as per requirement

## 2. Duration

One Year

## 3. Medium

English Medium/ Tamil Medium

## 4. Age

18 Years and Above

## 5. Admission

The candidate's admission for the Diploma Programme will be taken in two cycle (Academic Year and Calendar year).

## 6. Scheme of Evaluation

S.No	Courses	Credits (Tentative)	Marks Distribution		
			Continuous Internal Assessment (Internal)	Term End Exam (External)	Total
1	Course -1	6	30	70	100
2	Course -2	6	30	70	100
3	Course -3	6	30	70	100
4	Course -4	6	30	70	100
5	Course / Practical	4	30	70	100
6	Course / Practical / Project	4	30	70	100
Total	32	180	420	600	

The scheme of Evaluation includes the Continuous Internal Assessment (Assignment) and Term End Examination

## 7. Examinations

The examination for the Diploma Programme shall consist of theory and practical papers.

### **(i) Theory Examinations:**

The theory examinations shall be of three hours duration to each paper and conducted at the end of each year. The candidates who are failing in any subject(s) will be permitted to reappear for each failed subject(s) in the next proceeding examinations.

### **(ii) Practical Examinations:**

The practical examinations shall be of three hours duration to each practical and conducted at the end of each year. The candidates who failing in any practical(s) will be permitted to reappear for each failed practical(s) in the next proceeding examinations.

## 8. Question Pattern for Theory Examinations

Max. Marks: 70

Time: 3 hours

### **PART - A (5 x 2 = 10 marks)**

Answer all FIVE questions in 50 words

[All questions carry equal marks]

1. From Block - I
2. From Block - II
3. From Block - III
4. From Block - IV
5. From Block - V

### **PART - B (4 x 5 = 20 marks)**

Answer any FOUR questions out of Seven questions in 150 words

All questions carry equal marks

1. From Block - I
2. From Block - II
3. From Block - III
4. From Block - IV

5. From Block - V
6. From any Block
7. From any Block

**PART - C (4 x 10 = 40 marks)**

Answer any FOUR questions out of Seven questions in 400 words

[All questions carry equal marks]

1. From Block - I
2. From Block - II
3. From Block - III
4. From Block - IV
5. From Block - V
6. From any Block
7. From any Block

## 9. Passing Minimum

### **For Theory Examination:**

The candidate shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 13 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks is 40 marks obtained in both external and internal examination taken together.

Continuous Internal Assessment (CIA)		Term End Examination (TEE)		Overall Aggregated Marks	Maximum Marks
Minimum Pass Mark	Maximum Pass Mark	Minimum Pass Mark	Maximum Pass Mark	CIA + TEE	
13	30	25	70	40	100

### **For Practical Examination:**

The candidate shall be declared to have passed the examination if the candidate secures not less than 40 marks out of 100 marks in the University examination and the submission of practical record notebook taken together is required to Pass the examination. There is no passing minimum for record notebook. However submission of record notebook/ Field visit/ Industrial Visit report is a must.

**Note:** In case, of a learner failed to secure 40 percent of aggregate marks, he/she may re-appear in term end examination or re-do the assignments for securing passing minimum.

## 10. Pattern of Question Paper for Practical Examinations

Each set of question paper should contain questions from the syllabus and the candidate has to choose one by lot.

## 11. Awarding of marks for Practical examinations

**Total Marks:** 100 (Practical 70 Marks + Record 30 Marks)

## 12. Project- Choose a Specialized Field Required to be attached

- i) Project
- ii) Industrial training
- iii) Case study etc.

The work will be based upon the report on the field study

## 13. Classification of Successful Candidates

Candidates who pass all the courses prescribed and who secure 60% and above in the aggregate of marks in the Core courses will be placed in the First Class. Those securing 50% and above but below 60% in the aggregate will be placed in the Second Class. All other successful candidates will be placed in the Third Class.

## 14. Delivery of Programme

Diploma Programme will be offered through Learners Resource centre/ Community College/ Constituent Community College/ Learners Supporting Centres. The Assistant Professors/Associate Professors/Professors of relevant faculty employed in Colleges/Universities/Higher Educational Institutions and Industrial Expert are eligible to handle Academic Counselling in TNOU for Diploma Programmes.

## 15. Ranking

The University Rank shall be offered for the toppers (First Rankers) in the University Examination (having passed their examinations in the first appearance within the prescribed duration of the respective programme. Absence from an examination shall not be taken as an attempt.

The top scorers in the University Rank Examination will be declared as University Rank Holders, irrespective of their grades/marks in their respective University Term End Examinations.

Rank Certificate will be issued for a Programme as follows

- a) There will be no Rank if the learner strength of concerned programme is below Fifty.
- b) The learners strength of the programme concerned will be indicated in the Rank Certificate.
- c) The first Rank holder (gold medallist) will be eligible to get the rank certificate in the university convocation ceremony.

## 16. Cancellation of Admission

Admission is liable to be cancelled at any stage on the following grounds.

- A candidate admitted to a programme provisionally without verifying and ascertaining his / her eligibility for admission and found ineligible later through scrutiny of the filled-in admission form.
- Suppression of facts, furnishing incomplete, wrong or false information in filled-in Admission Form.
- Misconduct, Indiscipline and Violation of University Norms, Rules & Regulations.

## 17. Refund

If the candidate is found ineligible later the admission will be cancelled and the claim for refund of such fees will be considered by the University after de-

duction of service charges, as applicable from time to time as per prevailing norms of the University.

## **18. Legal Issues**

Any issue of conflict shall be cleared through mutual representation from both the sides, and in case of conflict of issues still persist, they shall be settled in the Court of Law under the Jurisdiction of Chennai.





## தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம் Tamil Nadu Open University

(மாநில திறந்தநிலைப் பல்கலைக்கழகம், தமிழ்நாடு அரசால் நிறுவப்பட்டது.  
பல்கலைக்கழக நிதிநல்கைக் குழு & தொலைநிலைக் கல்வி மன்றத்தின் அங்கீகாரம் பெற்றது.  
ஆசிய திறந்தநிலைப் பல்கலைக்கழகங்களின் கூட்டமைப்பு &  
காமன்வெல்த் பல்கலைக்கழகங்களின் கூட்டமைப்பின் இணைவு பெற்றது)  
எண். 577, அண்ணாசாலை, சைதாப்பேட்டை, சென்னை - 600 015



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